



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

October 8, 2003

Dear Superintendent/Administrator:

RE: NCLB 04-04 Consolidated Report for 2002-2003 NCLB Programs **due October 31.**

The Consolidated Report for 2002-2003 NCLB Programs is now available for download from the Arizona Department of Education web site in the Application Downloads section of the Grants Management System (<http://www.ade.az.gov/gme/FundingProfileView/FundingProfileDownloadsView.asp>) under No Child Left Behind (NCLB). Please download the Consolidated Report file to your hard drive or network drive, complete the information using Excel, save the file to your computer and return it as an e-mail attachment to Janet Chin at jchin@ade.az.gov.

The report is due **October 31, 2003**. Please read all of the instructions carefully. All information should be reported for the 2002-2003 school year, except the numbers of classes taught by highly qualified teachers at each school for the current school year - see the additional directions below. You will notice several pages of the report have been eliminated, the school selection and the Title II pages have been redesigned, and the Title V-A page has been expanded to include all of the new allowable program activities.

The instructions provided with the School Selection Pages remind you to complete a separate school page for each school in your LEA, whether or not it is served by Title I funds. On this page you will need to enter the current number of core academic classes taught by highly qualified teachers and the total number of core academic classes for each school. This is the only current year data to be entered in this report.

All teachers of core academic subjects should have completed the *Arizona's Highly Qualified Teacher Form* with the signature of their principal or building administrator. Each principal or building administrator must submit a copy the *Verification of Compliance* to the LEA administrative office. All local educational agencies (LEAs) must have this information in order to develop their NCLB Consolidated Applications, their professional development plans, and their NCLB Final Consolidated Plans, and to prepare information for parents about the qualifications of their child's teachers as required under Title I.

If you have questions about the NCLB Consolidated Program Report, please contact Janet Chin at 602-542-7466 or by e-mail at jchin@ade.az.gov.

Sincerely,

A handwritten signature in cursive script, reading "Richard J. Valdivia".

Richard Valdivia
Deputy Associate Superintendent, Operations
Academic Achievement Division